

**DE ANZA COLLEGE**  
**BUSINESS, COMPUTER SCIENCE & APPLIED TECHNOLOGIES DIVISION**  
**BUS 91 - INTRODUCTION TO PERSONAL FINANCE**

**Spring 2016 – Section 64ZY**

**CRN 42708**

**INSTRUCTOR: Emily Garbe, PhD**

Welcome to Introduction to Personal Finance! This class is completely online without any face-to-face meetings. We will cover the basics of personal finance, including budgeting, taxes, investing, insurance, and saving for retirement, so get ready for a fun and exciting quarter!

***NUMBER OF UNITS: 3***

***REQUISITES:***

Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.

***DESCRIPTION:***

Introduction to a range of personal financial planning fundamentals including spending habits, taxes, saving, investing, and insurance. Planning for major life events such as paying for college, buying a home, and retiring comfortably.

***STUDENT LEARNING OBJECTIVES:***

- Demonstrate knowledge of opportunity costs and the time value of money.
- Prepare, explain and analyze personal financial statements.
- Analyze and evaluate various savings, investment, and insurance options.

***CONTACT INFORMATION:***

Office hours: M 1:30-2:20pm; T, W & R 10:30-11:20am; or by appointment

Office location: Room S in building F5

Contact the instructor: Use Catalyst Messaging (best way to reach instructor) (Please indicate you are in BUS91)

The instructor will try to answer the messages within 2 business days but highly likely much sooner.

***COURSE MATERIALS:***

The textbook is mandatory for this course. You are not likely to pass this course without the textbook since all exam questions and most assignments are based on the textbook.

- **Personal Financial Management, The Missing Link: From College to Career and Beyond**, by Fred Selinger, 4th edition, Pearson, 2013. ISBN: 1269418289 or 9781269418287. You may get the book from an online bookstore or from the De Anza bookstore. For financial aid students, please work through the financial aid office and De Anza bookstore directly.

### ***COURSE REQUIREMENTS:***

**Reading:** Each week you will have approximately 2-3 chapters to master. (Don't worry, the chapters are short.) You should read the assigned text chapters, and then review any associated materials for the week.

**Weekly Assignments:** Each week you will also be expected to complete one online assignment or class discussion in addition to the assigned reading. The assignments are varied, but they are always meant to be practical rather than theoretical. This class is all about providing you with useful information that will be valuable to you now or at some point in the future. Your grades for these assignments will be evaluated according to the Rubric provided in Catalyst.

**Exams:** There will be 2 exams to test you on the material you have learned. The questions come directly from the textbook, so mastering the material in the book is required to do well on the exams.

- **Midterm:** Covers textbook chapters 1-13 plus the appendix.
- **Final:** Covers textbook chapters 14 – 26.

### ***Class Attendance and Participation:***

Per California regulation, instructors must drop all “no show” first day of class, which in our case, would be demonstrated by completing **all** Week 1 assignments **satisfactorily**. The instructor may drop the students who fail to participate by completing all assignments for 2 or more weeks satisfactorily during the quarter unless the students contact the instructor **prior** to the assignment due date with valid reasons (National Guard, jury duty, major illness) and provide the necessary proofs prior to or within 2 weeks after the assignment due dates. Since this is an online course where students can access the course 24x7, travelling, work schedules, not having access to network or a computer, family obligations, or forgetting the assignments, or not knowing how to use computer or software are not valid reasons for not submitting the assignments on time.

If a student needs or wants to drop the class, the student is solely responsible for dropping the course. See De Anza's attendance policies and deadline for drop/add <http://www.deanza.edu/policies/attendance.html> and <http://deanza.edu/calendar/>.

Participation in class and timely completion of assignments are essential as learning in this class is built on top of the previous readings and assignments. As such, for students who add the class with an add code, the record of assignment submissions and participation maintained by the instructor begins with the day the students are given the add code by the instructor. However, it is the sole responsibility of the students to add the course officially with De Anza via MyPortal.

### ***CATALYST CLASS HOMEPAGE:***

<https://catalyst.deanza.edu>.

Please use **Firefox** as the recommended and supported browser for Catalyst assignments, quizzes and exams. Google Chrome and other browsers have been reported to have problems with Catalyst features, such as not being able to submit a quiz/exam.

When the user name password dialog box appears on the screen, type in your user name and password. Your user name is your 8-digit De Anza College student ID, not your 9-digit social security number. Your password is your 8-digit birthdate using the format MMDDYYYY. For example, John Smith, a student with ID 10001234 and birthdate January 1, 1980, would log in as:

Username: 10001234

Password: 01011980

You must be courteous and respectful to your classmates' postings. No inappropriate languages allowed even if you disagree with a posting. Any violation will be referred to De Anza College for appropriate actions.

Do not contact the instructor for technical issues. There are technical specialists in De Anza to support you for technical questions and issues at <http://catalysthelp.deanza.edu/>.

Do not wait till the deadline to submit your assignments or take the online tests. Absolutely no extension. You may submit your assignments early but not late. Please see FAQ on Catalyst course homepage regarding late submission policy.

### ***ACCOMODATIONS***

Students with learning disabilities are encouraged to make arrangements with the De Anza Disabled Student Services if you need extra time on the quizzes and exam. Students who are unsure whether they have a learning disability are encouraged to contact the Disability Programs and Support Services as soon as possible to determine eligibility. Please submit your DSS form to the instructor if you need accommodations in the beginning of the quarter.

### ***GRADING POLICY***

The grades will be based on the following distributions:

<i>Activities</i>	<i>Catalyst Points (lowest 2 grades for paper/worksheets or discussion forums will be dropped)</i>
Essays/Worksheets	500
Discussion forums	500
Midterm exam	100
Final exam	100

Two lowest papers or discussion forum grades will be dropped. Final grades will be out of 1,000 points. Letter grades will be assigned to students based on their total course points, which is calculated as the sum of the grading components, as described above. Please note that for each of the assignment you missed (beyond the two allotted), or if you miss either the midterm or final exam, you lower your course grade by one letter grade. Your grade for the missed assignment or exam is set to zero automatically. No extensions. Please go to Catalyst and click on "Administration" "Grades" to monitor your own grades throughout the quarter.

<b>Catalyst points</b>	<b>Letter grade</b>
>=980	A+

920-979	A
900-919	A-
880-899	B+
820-879	B
800-819	B-
780-799	C+
700-779	C (C- does not exist)
680-699	D+
620-679	D
600-619	D-
<=599	F

***Academic Integrity Policy:***

Students are expected to abide by the Student Conduct Rules as described in the Student Handbook at <http://www.deanza.edu/studenthandbook/academic-integrity.html>. Students who cheat on the tests or final exam, or help another person to cheat will receive a failing grade in this course and be reported to the Dean of EOPS & Student Development.

**Business 91– Spring 2016**

<b>Weeks</b>	<b>Reading assignments</b>	<b>Tests &amp; Assignments (all assignments due Saturday 11:55pm except Final Exam due Monday 11:55pm)</b>
Week 1	Chapters 1-3	File submission: Personal Financial Statement
Week 2	Chapters 4-6	Discussion Forum: Credit Reports
Week 3	Chapters 7-9	File submission: 1040EZ Worksheet
Week 4	Chapters 10, 11	Discussion Forum: Investing
Week 5	Chapters 12, 13	Discussion Forum: Stock Options
Week 6		Midterm Exam online
Week 7	Chapters 14-16	File submission: Mortgage calculations
Week 8	Chapters 17-19	File submission: IRA - Time Value of Money
Week 9	Chapters 20-22	Discussion Forum: Rent or buy
Week 10	Chapters 25-27	Discussion Forum: Life insurance
Week 11	Chapters 23, 24	File submission: Personal financial statement forecast
Week 12		Final Exam online- Due Monday 11:55pm